

**Seasonal Attendant Position-** Season starts from May 1 and runs through September 30

The Town of North Hempstead Department of Parks and Recreation is looking for seasonal Attendant. This position performs custodial duties in various Town Park facilities. **If interested in the position, please email a resume plus cover letter summarizing qualifications to The Parks and Recreation Dept. at: [parks@northhempsteadny.gov](mailto:parks@northhempsteadny.gov)**

Information must be received by May 16, 2018

### **GENERAL STATEMENT OF DUTIES**

Performs manual tasks and simple routine duties in the operation and maintenance of various facilities in the Department of Recreation and Parks; performs related duties as required.

### **COMPLEXITY OF DUTIES**

Under direct supervision, the work is routine and repetitive, requires limited use of judgment, and is checked for quality and completeness.

### **TYPICAL DUTIES**

- \*1. Sweeps, mops, cleans, and maintains, rest, locker, shower, bath and dressing rooms, pool areas, and recreation and parks buildings.
- \*2. Cleans, maintains and patrols recreation and parks buildings, grounds, beaches, parks, recreation facilities, parking fields, picnic areas, public property and structures, or other assigned areas.
- \*3. Sells, rents, issues, collects, checks, or verifies admission tickets, parking fees, passes, identification cards, locker keys, tags, skates, storage baskets, moorings, rental, or recreation equipment and supplies, as required.
- \*4. Maintains order, and explains and enforces applicable rules and regulations.
- \*5. Collects monies, and counts, records, and safeguards receipts.
- \*6. Directs vehicular traffic and parking in an assigned area, as required.
- \*7. Gives information to the public, delivers messages, and performs routine clerical duties directly related to assignment in the Department of Recreation and Parks and consistent with attendant functions.
- 8. Reports needed repairs of equipment and facilities, as required.

### **\*TYPICAL ADA ESSENTIAL FUNCTIONS**

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

- 1. Ability to understand and carry out instructions.
- 2. Ability to establish and maintain effective working relationships with associates and the public.
- 3. Ability to maintain simple records.
- 4. Good physical condition and health.

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

Completion of eighth grade education.